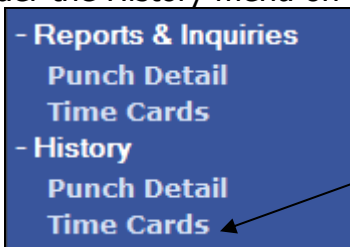


Printing a Timecard Report

1. Under the History menu on the Navigation Pane, select Time Cards.



Result: The *Time Cards* screen will display.

2. Enter the applicable **From** and **To** date(s) for the pay period you need to run the report on. Dates need to be in the format of MMDDYY with no backslashes.
3. Type in the Employee Number (or) click on the magnifying glass to select the employee from the list.

Time Cards		DHHS Services Areas (Dev)	
<div>Run Cancel Next</div>			
Sort Option: Numeric by Employee Number			
Hours Type: Use Actual Hours			
Select Ranges	From	To	
Date/Time:	020108 / 0:00	030108 / 23:59	
Employee Number:	159		
Badge Number:			
Time Clocks:			
Sec Bus Un:			
Supervisor:			
Bus Unit:			
Subsidiary:			
Job Code:			
IVRProfile:			
Bargaining:			

Leave selection field blank to include all.

4. Select **Run**.

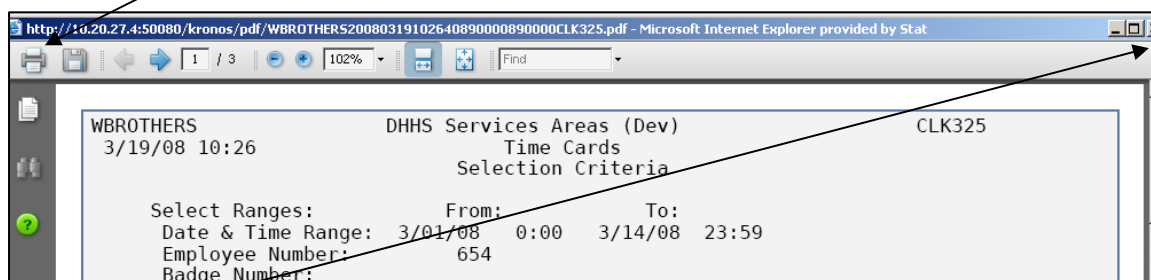
Result: The *Report Run Status* screen will display with the time card in Submitted status.

5. Select the **Refresh** button until the status reads Completed.

Report Run Status			
DHHS Services Areas (Dev)			
<div> Cancel Select Delete Refresh Next </div>			
Report Name	Status	Date/Time Created	
Time Cards	Submitted	6/10/08 - 15:28	

6. Double-click on the report to open the PDF file.

7. Select the **Print** icon to print the Time Card report.



8. Select **X** (Close) from the control box to return to the Report Run Status screen.

9. Select **Cancel** to return to the *Hours Summary* screen.

Reports Queue

Reports that have been submitted are stored in a Print Queue. They will retain in your Queue for viewing, and printing as long as the report hasn't been deleted. Reports may occasionally be purged if size restrictions require it. It is recommended that you save reports to your computer if you want to keep them for any length of time.

1. From the *Hours Summary* screen select **Reports**.

 Log Off WBROTHERS Change PIN	Genie View DHHS Services Areas (Dev) Genie: HOURS SUMMARY Hyperfind: ALL STAFF Names Per Page: 20								
	<div> Select Actions Options Reports </div>								
	Name	Employee #	BASE HOURS WORKED	PAID LEAVE HOURS	UNPAID LV HOURS	OVERTIME/ HOL WORKED	SHIFT DIFF /ON-CALL	TOTAL REG HOURS	APPROVAL
	DEVIL, TASMANIAN	159	28.00	12.00	.00	.00	.00	40.00	2
- Favorites Refresh Accruals HOURS SUMMARY + Reports & Inquiries + History	BUNNY, BUGS	654	76.00	4.00	.00	2.00	.00	80.00	2
	DUCK, DAFFY	987	.00	.00	.00	.00	.00	.00	0

Result: The *Report Run Status* screen will display.

2. Double-click on the completed report you wish to view or print

 Log Off WBROTHERS Change PIN	Report Run Status DHHS Services Areas (Dev)				
	<div> Cancel Select Delete Refresh Next </div>				
	Report Name		Status	Date/Time Created	
	Time Cards		In-Process	6/05/08 - 14:56	
- Favorites Refresh Accruals HOURS SUMMARY + Reports & Inquiries + History	Punch Detail Report		In-Process	6/03/08 - 14:49	
	Time Cards		In-Process	6/03/08 - 13:47	
	Punch Detail Report		In-Process	6/03/08 - 13:44	
	Genie Print View		Completed	3/19/08 - 10:49	
	Time Card History		Completed	3/19/08 - 10:34	
	Punch Detail History		Completed	3/19/08 - 10:34	

Result: The report will display as a PDF file.

http://10.20.27.4:50080/kronos/pdf/WBROTHERS20080319102640890000890000CLK325.pdf - Microsoft Internet Explorer provided by Stat		
Click to print this PDF file or pages from it		
WBROTHERS DHHS Services Areas (Dev) CLK325 3/19/08 10:26		
Time Cards		
Selection Criteria		
Select Ranges:		
Date & Time Range: 3/01/08 0:00 3/14/08 23:59		
Employee Number: 654		
Badge Number:		
Time Clocks:		
Sec Bus Un:		
Supervisor:		
Bus Unit:		
Subsidiary:		
Job Code:		
IVRProfile:		
Bargaining:		

3. If you want to print the report, select the **Print** icon.